

Assistant Clerk/Secretary

The Lake County Commissioners are seeking an experienced full-time assistant clerk/secretary for its administrative offices in Painesville. This position performs a variety of clerical, secretarial and administrative assistance tasks in the Commissioners' office. These tasks involve the preparation and maintenance of official records of the Board, and include drafting the agenda and preparing the resolutions to be considered at weekly Board meetings. The applicant must have experience in performing secretarial and administrative duties that require a high degree of confidentiality, and also the ability to balance tasks, meet deadlines and exercise discretion assisting a number of direct supervisors. Computer proficiency, including Word and WordPerfect experience, is a must. The successful candidate must exhibit professionalism, proper phone etiquette, and the ability to direct constituent inquiries and complaints to the appropriate department. Excellent verbal and written communication skills are necessary, and any experience and ability in written composition and proofreading (business letters, congratulatory resolutions, etc.) with proper grammar and vocabulary would be preferable. Previous work experience in areas of public administration and public relations is a plus. Possession or willingness to obtain Notary certification is desirable. Salary determination will be based on experience and qualifications. Candidates may send resumes to the Lake County Commissioners' Office, Attn. William A. Margalis, 105 Main St., Painesville, Ohio 44077, by April 24, 2013.

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.